

EMPLOYMENT INFORMATION



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

BOB ODOM, COMMISSIONER

Post Office Box 4172
Baton Rouge, Louisiana 70821-4172
www.ldaf.state.la.us

Department of Agriculture & Forestry Entry Level Jobs

Nursery/Seed Orchard Technician*

Entry Rate of pay \$929 / month

FUNCTION: Perform field and general maintenance work in a tree nursery or seed orchard.

MINIMUM QUALIFICATIONS: Six months of experience as a nursery worker, greenhouse worker, grounds keeper or other experience in the general care of crops, shrubs or plants.

Forestry Crew Specialist 1*

Entry Rate of pay \$1138 / month

FUNCTION: Provide assistance in forestry management and protection tasks as a member of an autonomous crew. (Examples of work: serves as member of forestry crew fighting forest fires, participates in control burns, maintains fire tower and fire equipment).

MINIMUM QUALIFICATIONS: No specialized experience or training is required.

NECESSARY SPECIAL REQUIREMENTS: Possession of a valid Louisiana driver's license is required.

Nursery Foreman 1

Entry Rate of pay \$1138 / month

FUNCTION: Supervise field workers in a tree nursery or seed orchard. (Examples of work: assign and inspect work of workers, usually seasonal, who plant, maintain and harvest trees, plants. Maintains nursery equipment and buildings).

MINIMUM QUALIFICATIONS: Two years of experience as a nursery worker, greenhouse worker, grounds keeper or other experience in the general care of crops, shrubs or plants.

Forestry Crew Specialist 2*

Entry Rate of pay \$1218 / month

FUNCTION: Provide assistance in forestry management and protection tasks as a member of an autonomous crew. (Examples of work: fights forest fires, participates in prescribed burns, maintains fire tower and site, services fire fighting equipment, occasionally functions as crew leader in supervisor's absence).

MINIMUM QUALIFICATIONS: Six months of subprofessional experience in forest management or forest conservation.

SUBSTITUTIONS: College training which included three semester hours in forestry, horticulture or botany may be substituted for the experience on the basis of fifteen semester hours for six months of experience.

NECESSARY SPECIAL REQUIREMENTS: Possession of a valid Louisiana driver's license is required.

Forestry Crew Specialist Leader*

Entry Rate of pay \$1395 / month

FUNCTION: To provide assistance in forest management and protection. Functions as supervisor of autonomous crew.

MINIMUM QUALIFICATIONS: One year of subprofessional experience in forest management or forest conservation.

SUBSTITUTIONS: College training which included six semester hours per year in forestry, horticulture, or botany may be substituted for the required experience on the basis of thirty semester hours for one year of experience.

NECESSARY SPECIAL REQUIREMENTS: Possession of a valid Louisiana driver's license is required.

Nursery Foreman 2

Entry Rate of pay \$1395 / month

FUNCTION: Supervise field workers and supervisors in a tree nursery or seed orchard. (Examples of work: assign and inspect work of subordinate foreman, oversees maintenance of all equipment, buildings and upkeep of grounds).

MINIMUM QUALIFICATIONS: Four years of experience as a nursery worker, greenhouse worker, grounds keeper or other experience in the general care of crops, shrubs or plants. Two years of this experience must have been in a supervisory position.

Agriculture & Forestry Enforcement Officer 1

Entry Rate of pay \$1492 / month

FUNCTION: To provide protection of life and/or property through enforcement of criminal statutes related to agriculture and forestry lands and activities.

MINIMUM QUALIFICATIONS: A baccalaureate degree with 24 semester hours in any one or a combination of the following fields: agricultural sciences, biological sciences, veterinary science, forestry, law enforcement, or criminal justice

NECESSARY SPECIAL REQUIREMENTS: Must have attained eighteenth birthday at time of application, Must possess a valid Louisiana driver's license at time of appointment.

An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.

Agriculture Specialist 1

Entry Rate of pay \$1708 / month

FUNCTION: Examines, inspects & investigates products, facilities, services, commodities and/or livestock to ensure compliance with and enforcement of laws and regulations concerning Meat Inspection, Agricultural Commodities, Weights & Measures and/or Livestock.

MINIMUM QUALIFICATIONS: A B.S. or B.A. with 24 semester hours in any one or combination of the following: Agricultural Sciences, Agribusiness, Animal Science, Biological Sciences, Chemistry, Dairy Science, Food Science, Poultry Science or Veterinary Science.

Agriculture Environmental Specialist 1

Entry Rate of pay \$1956 / month

FUNCTION: Performs inspection & investigation work concerning laws governing entomology, horticulture, agronomy, pesticides, structural pest control, seed and fertilizer programs administered by this Department.

MINIMUM QUALIFICATIONS: A B.S. or B.A. with 24 semester hours in any one or combination of the following: Agriculture, Animal Science, Biology, Botany, Chemistry, Entomology, Agronomy, Horticulture, Plant Pathology or Zoology.

Forestry Parish Supervisor - Trainee*

Entry Rate of pay \$1956 / month

FUNCTION: To train in supervising all forestry activities in an assigned parish or similar geographical area.

MINIMUM QUALIFICATIONS: A baccalaureate of science degree with a major in forestry or forest management.

Forestry Consultant*

Entry Rate of pay \$2093 / month

FUNCTION: Provide technical advice and assistance on forestry matters to clients who are not with the Office of Forestry. (Examples of work: Studies and keeps current on disease identification and control, plans, coordinates and implements forestry programs, conducts research projects).

MINIMUM QUALIFICATIONS: A baccalaureate of Science with a major in forestry or forest management followed by four years of professional level forestry experience.

SUBSTITUTIONS: Graduate training in qualifying fields may be substituted for a maximum of one year of the required experience on the basis of thirty semester hours for one year of experience.

Forestry Parish Supervisor*

Entry Rate of pay \$2093 / month

FUNCTION: Supervise forestry activities in assigned parish or similar geographical area.

MINIMUM QUALIFICATIONS: A baccalaureate of science degree with a major in forestry or forest management followed by two years of professional level forestry experience.

SUBSTITUTIONS: Graduate training in qualifying fields may be substituted for a maximum of one year of the required experience on the basis of thirty semester hours for one year of experience.

*** No testing required**

Job Testing

These entry level jobs may require a written test which is administered and graded by the Department of State Civil Service. Civil Service accepts applications for these job titles throughout the year.

Qualified applicants who wish to test in Baton Rouge can take the test immediately by walking in to the Civil Service Test Center at 9 a.m. any day of the week. The Civil Service test center is located at 5825 Florida Boulevard, Baton Rouge, LA. In New Orleans, walk-in testing is performed at 8:15 a.m. and again at 12:45 p.m. every Tuesday, Wednesday and Thursday. For any other test location, the applicant must submit an application to Civil Service to be scheduled (address P.O. Box 94111, Baton Rouge, LA 70804)

If the Department of Civil Service determines that the applicant meets the minimum qualification requirements for the job, the applicant will be allowed to take the walk-in test or will be notified by mail of a test date. Applicants who are unable to attend the scheduled test session will be required to submit another copy of the application form to get another test date.

Grade notices are mailed to applicants approximately 2-3 weeks after the test date. Grades are valid for one year.

OFFICIAL COLLEGE TRANSCRIPT IS NOT NEEDED TO TEST, BUT WILL BE NEEDED IF A JOB OFFER IS MADE.

PLEASE NOTE: Being scheduled for a test and receiving a grade for a job title does not necessarily mean that there is a current vacancy. Obtaining a grade places an applicant on the Civil Service register for that job title, and the applicant is eligible to be considered for employment whenever the next vacancy occurs.

Interviews & Hiring

Once an applicant has received a grade, the applicant is on the Civil Service register for that job title.

When a vacancy occurs, this Department requests a certificate of eligibles from Civil Service. Civil Service rules allow an agency to make its hiring decision from among those applicants who have attained the "certifiable score" for that job title, or from within the top five grade groups of applicants on the certificate.

Applicants who are "in reach" on the certificate are usually contacted by mail to schedule interviews.

Tips for Completing the Application Form

1. Begin with your first job, and work forward, so that your current or most recent employment is in the final block that you complete.
2. Be sure to include self-employment or volunteer work. These types of work can often be used as qualifying experience.
3. Civil Service will NOT accept a resume? in lieu of the application form.
4. Different jobs for the same employer which involved substantially different duties should be considered as separate jobs, with one block used for each job. Example: If you worked as a unit employee and were later promoted to supervisor, use two "employment" blocks on the form.
5. If you held more than one job for an overlapping period of time, list both jobs, but use separate blocks for each.
6. Be as accurate as possible with dates employed. Civil Service will return applications if discrepancies are noted (for instance, a claim for work experience at a job in Louisiana while simultaneously working another job in a different state).
7. Be sure to show the correct job titles for which you are applying. Showing "PET" or "Professional Entry Test" on the application will generate a grade for the generic PET register; applicants MUST show other specific job titles that they are interested in to get a grade for those job titles.
8. The Department of Civil Service allows applicants to select up to 20 parishes for job availability. We will usually request to fill a position in the parish where a District Office is located. List all parishes where you may be available since on occasion we will request certificates for other parishes. However, **DO NOT** indicate you are available in an area where you are not willing to work and/or relocate, as a declination of a job may result in removal of your name from the certificate.

ONCE THE APPLICATION IS COMPLETED:

Legible copies of the form are acceptable to Civil Service and most agencies. Rather than filling out a new application each time you need one, retain the original for your files and make copies as you need them for additional tests and interviews.

Applicants may submit applications directly to Civil Service: P.O. Box 94111, Baton Rouge, LA 70804, Or, applicants may submit the application to this Department: Department of Agriculture & Forestry, P.O. Box 4172, Baton Rouge, LA 70821-4172.

You could find it helpful to submit your application to both offices.

**Additional Information
About State Employment**

1. PROBATION PERIOD & PERMANENT STATUS

Employees hired on a probational appointment serve a one year probational period, used to evaluate the employee's performance.

If performance is satisfactory, PERMANENT STATUS may be granted at any time between 6 and 12 months of employment. Permanent status grants certain benefits:

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| a. Employee can only be removed for cause or during lay-off. | off. Permanent employees have certain protections during lay-off. |
| b. Employee has right to appeal disciplinary actions. | |
| c. Employee retains 5-year re-employment eligibility. | |
| d. Permanent employees are eligible for promotional | opportunities. |

2. ANNUAL MERIT INCREASES

New employees become eligible for a 4% merit increase six months after initial employment date. This date becomes the employee's anniversary date, and the employee is eligible for a 4% annual increase on that date every year until the employee reaches the pay scale maximum. Approval of merit increases is based on satisfactory job performance.

3. VACATION, SICK AND OTHER TYPES OF LEAVE

New employees earn annual leave (personal or vacation leave), and sick leave at the rate of approximately 2 weeks of each type of leave during the year. The leave accrual rate increases after 3, 5, 10 and 15 years of employment. Currently, unused annual and sick leave balances are carried forward each year. An employee who has attained retirement eligibility has the option of allowing accrued leave balances to add to his retirement eligibility, or he may choose to receive a lump-sum payment for unused leave (paid at an actuarial rate lower than employee's current rate of pay).

Additional types of paid or unpaid leave are available for other purposes, such as jury or civil duty, funeral leave for certain relatives, etc.

4. HOLIDAYS

The state observes eight regular holidays during the year: New Year's Day, Mardi Gras Day, Good Friday, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day. In addition, other holidays may be proclaimed by the Governor throughout the year.